



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
Application Number	Department of Education Atlanta Area School for the Deaf 890 Indian Creek Drive Clarkston, Georgia 30021	77-234	
11		Date Received	Date Completed
		JUL 20 1977	JUL 28 1977
2. Person to Contact		Working Title	
Richard Dirst		Superintendent	
3. Action Requested		Telephone Number	
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		656-7077	
4. Dates of Series	5. Records Series Title (followed by title used in office, if different)		
Earliest Latest	Atlanta Area School for the Deaf Student Folder File		
1972 Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
<p>The Atlanta Area School for the Deaf provides in a day school situation a comprehensive educational program, with complete diagnostic and evaluation services, for hearing impaired and multihandicapped students.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Maintaining supporting documents on individual students enrolled at or evaluated at the Atlanta Area School for the Deaf.			
Included are: 1. Application, 2. Pertinent Correspondence, 3. Audiological report, 4. Diagnostic reports (Speech/Language, Educational and Physical Therapy), 5. Achievement Tests and/or Score Cards, and 6. Speech Reports.			
File is arranged: Alphabetically by Student's last name.			
8. Monthly Reference Rate How often are records referred to which are:			
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PL 93-380.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | See below. _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. The records are needed until the student reaches his/her 21st birthday. The audiological records in the files are needed in some cases when the student applies to college or for disability.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below. _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

When the student leaves school, place in the inactive file; cutoff the inactive file at the end of each school year; hold in the current files area for two (2) years; then transfer to local holding area, hold until January 1 of the year following the 21st birthday of the student, then destroy.

Maintenance Instructions: Upon the student leaving school, the file folders will be marked in some distinctive manner, either by color coding or by indicating the destruction year in a uniform manner so that the files can be readily identified to the destruction date of the particular folder.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>[Signature]</i>	Date <i>7/18/77</i>	Records Management Officer (Signature) <i>[Signature]</i>	Date <i>6/28/77</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) <i>[Signature]</i>	Date <i>7-25-77</i>
State Auditor/Designee <i>[Signature]</i>	Secretary of State/Designee <i>[Signature]</i>	Attorney General/Designee <i>[Signature]</i>	Date <i>7-28-77</i>
			Date <i>7-25-77</i>